



DEPARTMENT OF THE NAVY
COMMANDER NAVY REGION SOUTHWEST
937 N. HARBOR DR.
SAN DIEGO, CA 92132-0058

IN REPLY REFER TO:

COMNAVREGSWINST 1710.9
N92MP
23 AUG 2006

COMNAVREGSW INSTRUCTION 1710.9

From: Commander, Navy Region Southwest

Subj: FORCES AFLOAT DISCOUNT COUPON PROGRAM

Ref: (a) BUPERSINST 1710.16

Encl: (1) Sample of Signature Authorization Letter
(2) Sample Discount Coupon
(3) Coupon Utilization Procedures

1. Purpose. To provide guidance for administration of the Forces Afloat Discount Coupon Program (FADCP) at Navy Region Southwest (NRSW) Morale, Welfare and Recreation (MWR) Department, for use at all Southern California Navy MWR Departments.

2. Background. NRSW has operated the FADCP since 1987 as a supplement to the Ship's Ticket Rebate Program, per reference (a). The purpose of this program is to enable Commanding Officers to utilize their recreation funds to provide crewmembers with up to a 50% discount off the purchase of entertainment tickets and other base MWR programs with the exception of food and beverage, resale items, and child care services.

3. Guidelines

a. The Ship's Recreation Services Officer (RSO) or Recreation Fund Custodian (RFC) shall submit an authorization letter with sample signatures, as shown in enclosure (1), to the MWR Ticket Office, Building 71, Naval Base San Diego (NBSD).

b. The RSO or RFC shall purchase from the MWR Ticket Office, Building 71, pre-printed four part coupons for distribution to crewmembers (see enclosure (2)).

c. The RSO or RFC shall provide the required information on the coupon and validate it with an authorized signature. Coupons with scratch outs, over prints or alterations must be

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destroyed. Altered coupons will not be accepted at any facility.

d. Crewmembers shall present a coupon to any MWR facility cashier within NRSW when purchasing tickets or paying for other MWR programs. Crewmembers will receive up to one-half off, not to exceed the amount determined by each ship (see enclosure (3)).

e. At the end of the month, the Regional NAF Accounting Office shall send a summary of all coupons used and invoice each ship's recreation fund.

4. Information. Ships interested in participating in the program should contact the NBSD Fleet Recreation Office at (com) 619-556-5570, (DSN) 526-5570 or the MWR Ticket Office at (com) 619-556-2173/4, (DSN) 526-2173/4, or visit Fleet Recreation or MWR Ticket staff in Building 71, NBSD.



M. R. ALLEN
Chief of Staff

Distribution:

Electronic only, via CNRSW Directive Web site
<http://www.cnrsw.navy.mil/Admin/index.htm>

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SAMPLE OF SIGNATURE AUTHORIZATION LETTER

From: Commanding Officer, USS SUPPLY (AOE 6)
To: Program Manager, Fitness and Recreation, Navy Region
Southwest

Subj: FORCES AFLOAT DISCOUNT COUPONS

1. USS SUPPLY (AOE 6) desires to become a member of the Forces Afloat Discount Coupon Program, offering a 50% discount to SUPPLY crewmembers, not to exceed \$20.00 on tickets to any event or other MWR Program excluding food and beverage, resale items and child care services.
2. The coupons issued will be validated by the signature of SUPPLY's Recreation Services Officer, Athletic Officer or the MWR chairman.
3. The custodian of the USS SUPPLY Welfare and Recreation Fund will accept billing and pay monthly funds incurred by personnel from USS SUPPLY under the ticket discount coupon program.
4. Sample signatures are provided below (one of the below signatures required).

LT JOHN D. SMITH	_____
Recreation Services Officer	(authorizing signature)

ENS THOMAS M. JONES	_____
Athletic Officer	(authorizing signature)

SH1(SW) ROBERT MILLER	_____
MWR Chairman	(authorizing signature)

SIGNATURE OF COMMANDING OFFICER
(or designated representative)

Copy to:
Recreation Services Officer
Athletic Officer
MWR Chairman

Enclosure (1)

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SAMPLE DISCOUNT COUPON

A	B	C	D	E	F
EXP. DATE	SHIP OR DUTY STATION	NAMES(S)	SSN	RT/RANK	50% DISC. MTE

CASHIER USE ONLY

USED FOR: _____


AT: _____

(COMMAND)

DISCOUNT RECEIVED: _____

\$ _____


CASHIER: _____



MORALE, WELFARE AND RECREATION

DISCOUNT COUPON

The coupon entitles bearer to a 50% discount, not exceeding the amount indicated above. It is for use only by the authorized bearer(s) named above upon presentation of a military identification card, and is not transferable. Valid for all San Diego area Navy Morale, Welfare and Recreation programs, except resale, beverage/food, child/youth programs.

AUTHORIZED BY: 

- A - Usually 30 days from date of issue
- B - Self-explanatory
- C - Servicemember's name
- D - Self-explanatory
- E - Self-explanatory
- F - Maximum dollar amount of savings (determined by the ship)
- G - Ship's authorizing official - usually the MWR Officer or Fund Custodian.

Enclosure (2)

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COUPON UTILIZATION PROCEDURES

1. The ship's authorized representative will:
 - a. Fill in the top blocks (A-F) of the coupon (printing legibly) and sign the coupon (block (G)).
 - b. Record coupon voucher number, "not to exceed amount," and name of recipient in an appropriate log.
 - c. Issue completed coupon to crewmember.
2. Crewmember, or spouse if applicable, presents four part coupon to facility cashier along with cash payment for the balance due after the discount.
3. The facility cashier will:
 - a. Verify that the name on the military identification card and the discount coupon are the same.
 - b. Verify coupon against ship's authorization letter, checking for authorized signature, ship's "not to exceed" amount, and expiration date.
 - c. Fill out box titled, "Cashier Use Only," stating purpose for which coupon was used, name of command and the amount of discount. The cashier will then sign the coupon.
 - d. Ring up total amount of sale, collect money, give white copy and the receipt to the crewmember, and place the remaining three copies of coupon in the cash register.
 - e. Turn in all three copies at the end of the day with the Daily Activity Report (DAR). The remaining three copies of the coupon are to be used as follows:
 - (1) Yellow - accounting copy on Daily Activity Report.
 - (2) Pink and Gold - forward to the Regional NAF Accounting Office, Attention: Accounts Receivable.

Enclosure (3)